

MSDP



MANAGERIAL SELECTION DEMONSTRATION PROJECT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS AND WILL BE CONDUCTED UNDER THE SELECTION PROCESS OF THE STATE PERSONNEL BOARD'S DEMONSTRATION PROJECT AUTHORITY.

CLASSIFICATION: SUPERVISING TRANSPORTATION ENGINEER, CALTRANS

**POSITION TITLE: DEPUTY DISTRICT DIRECTOR
PROGRAM/PROJECT MANAGEMENT**

SALARY: \$6483 - \$7151

LOCATION: DISTRICT 10 – STOCKTON

FINAL FILING DATE: DECEMBER 28, 2004

DUTIES/RESPONSIBILITIES

Under the general direction of the District Director, the Deputy District Director, Program/Project Management, is responsible for the overall management of the Capital Outlay Program (State Transportation Improvement Program, State Highway Operation and Protection Program, Minors, etc.) within District 10. Areas of emphasis include: project programming, scheduling and monitoring; managing, tracking and monitoring of capital outlay resources; and the identification and resolution of issues that may impact project delivery. Responsibilities include, but are not limited to:

- Effectively leads, develops, organizes and directs a multi-disciplinary program/project management staff to ensure the effective use of resources and the attainment of project delivery goals.

- Establishes goals, objectives and priorities for the office. Works with Headquarters (HQ) to enhance project management statewide.
- Identifies and resolves issues that could delay project delivery.
- Coordinates with HQ, Central Region, district management, the Division of Engineering Service and outside agencies to ensure that the assigned project managers meet their capital delivery targets.
- Coordinates with various functional units within the District to assist in the prioritization of their workload. Works with project managers and functional units to develop workplans necessary to deliver projects on time, within scope and cost.
- Ensures that all capital outlay projects are programmed appropriately and continuously monitors status of capital projects and development costs.
- Resolves internal administrative and personnel matters.
- Identifies high priority work that needs to be accelerated and ensures effective delivery.
- Provides general and technical support on all project management activities. Recommends policies, procedures and guidelines under which Project Management and other functional units will operate.
- Responsible for the District's Architectural and Engineering Consultant Services Program.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. **and**

Either I

Experience: One year of transportation engineering experience as a senior level engineer in the California state service.

Or II

One year of supervisory or managerial experience equivalent in level to a Senior Transportation Planner in the California state service. **and**

Two years of civil engineering work at the Associate Engineer level or higher in the California state service.

Or III

Broad and extensive (more than five years) transportation engineering experience, two years of which are equivalent in responsibility to the senior level engineer in the California state service.

KNOWLEDGE AND ABILITIES

Knowledge of: Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; Department's equal employment opportunity and labor relations objectives; a manager's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

Ability to: Administer an engineering program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete comprehensive reports; prepare articles for publication; address an audience effectively; analyze situations accurately and adopt an effective course of action; communicate effectively; effectively contribute to the Department's safety, health, equal employment opportunity and labor relations objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge of organization and policy issues facing Caltrans and the current responses to such issues.
- Demonstrated breadth of management/supervisory experience in the delivery of capital outlay projects.
- Demonstrated broad spectrum of interpersonal communication skills necessary to address a variety of internal and external issues.
- Demonstrated knowledge of program and project management principles.
- Demonstrated knowledge of and commitment to quality management tools and performance measures.
- Demonstrated knowledge of budget processes, workload development and resource management.
- Demonstrated ability to plan strategically and implement with measurable results.
- Demonstrated ability to effectively develop and lead a multi-disciplinary staff.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678) which includes civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final file date of **December 28, 2004**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
Attn: Julie Dunning
P.O. Box 2048
Stockton, CA 95201**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Judy Rodriguez, MSDP Analyst at (916) 227-2139/Calnet 8-498-2139.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TDD line at (916) 227-7857/Calnet 8-498-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.